

## CHAPTER 4

### CERTIFICATION

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Attachment 1 - Form FGIS-993, "Commodity Inspection Certificate"  
(Lot Inspection Certificate)

Attachment 2 - Form FGIS-994, "Commodity Certificate Submitted Sample  
Inspection"

#### 4.1 GENERAL

- a. Official certificates issued and not superseded under the Act and the regulations are receivable by all offices and all courts of the United States as prima facie evidence of the truth of the statements stated thereon.
- b. A certificate shall be issued for each lot or submitted sample inspection of beans whether for kind, class, grade, factor analysis, equal-to-type, or other quality designations as defined in the standards or instructions, or for any other approved services performed.
- c. The information shown on the certificate shall be taken from the work record and the application for service.
- d. Cooperators may use FGIS forms and certificates or their own forms and certificates. All forms and certificates must be approved by FGIS prior to use.

#### 4.2 LOT INSPECTION CERTIFICATE

- a. A lot inspection certificate shall be issued to show quality and other service results for an identified lot of beans based on a sample drawn by official personnel. An inspection for quality may include kind, class, grade, factor analysis, equal-to-type, or any other quality designation as defined in the standards or instructions. Other services that may be shown on the certificate are: checkweighing, checkloading, checkcounting, condition of food containers, plant approval, and observation of loading.
- b. An unqualified lot inspection certificate shall not be issued as representing an identified lot unless the entire lot is accessible for sampling and a representative sample can be obtained.
- c. If only part of a lot is accessible for sampling, a lot inspection certificate may be issued based on a representative sample obtained from the accessible portion, provided that the certificate is qualified by printing or stamping the words "PARTIAL INSPECTION" thereon (see section 4.5).

#### **4.3 SUBMITTED SAMPLE INSPECTION CERTIFICATE**

- a. A submitted sample inspection certificate shall be issued to show the results of an inspection for quality of beans based on a sample submitted by an applicant. An inspection for quality may include kind, class, grade, factor analysis, equal-to-type, or any other quality designation as defined in the standards or instructions.
- b. Each submitted sample inspection certificate shall clearly state that the results of the inspection apply only to the sample described by the certificate and not to the lot from which the sample may have been taken.
- c. A submitted sample may be identified by the applicant by sample number, producer's name, letters of the alphabet, or any other identification, including a lot or carrier identifier. If a submitted sample is not adequately identified, the inspector may assign a number to the sample or request the applicant to assign a number or other identifier to the sample.

**NOTE: In the case of field-run dry beans, any identification may be used which, in the opinion of the inspector, will not lend itself to fraudulent or other misuse.**

#### **4.4 DIVIDED-LOT CERTIFICATE**

- a. Divided-lot certificates are multiple certificates issued for specified quantities which comprise a lot for which an original lot inspection certificate has been issued, surrendered, and voided.
- b. When beans are offered for inspection and are certificated as a single lot, the applicant may exchange the lot certificate for two or more divided-lot certificates.
- c. Requests for divided-lot certificates shall be made, in writing, to the office that issued the outstanding certificate, by the applicant who made the initial request.
- d. Divided-lot certificates must be issued within five business days of the outstanding certificate date and before the lot's identity has been lost. FGIS field office managers may, on a case by case basis, waive these requirements when necessary to facilitate trade.
- e. Requests for divided-lot certificates must show:
  - (1) The bean quantity to be shown on each divided-lot certificate.

- (2) Name and address of each consignee, if any.
  - (3) Load order number, purchase authorization number, reference number, contract number, letter of credit identification, or similar identification required for each individual consignee.
- f. Prior to issuing a divided-lot certificate, the original inspection certificate must be in the custody of the cooperator or FGIS field office and be marked “VOID-SURRENDERED FOR DIVIDED-LOT CERTIFICATES.”
- g. If official personnel determine that the condition of the affected beans have changed since the original inspection, the request for divided-lot certificates shall be dismissed.
- h. Show the same information, inspection date, and statements on each divided-lot certificate, including approved statements, that were shown on the superseded certificate. Additionally, show on each divided-lot certificate the following:
  - (1) On the original and all copies, show the completed statement “These (beans) are part of an undivided lot of (number of pounds or sacks, as warranted).”
  - (2) On the original, show the term “Divided-Lot Original,” and on the copies, show the term “Divided-Lot Copy.”
  - (3) The same serial number as shown on the superseded certificate with a consecutively numbered suffix (for example, 1764-1, 1764-2, 1764-3, etc.). Inspection certificates have preprinted serial numbers. The preprinted number must be “X’d” out and replaced with the superseded certificate number and the serially numbered suffix.
  - (4) The bean quantity requested on the application. No divided-lot certificate shall be issued which shows, individually or collectively, a bean quantity in excess of the quantity shown on the superseded original certificate.

- (5) At the request of the applicant, a separate consignee, load order number, purchase authorization number, reference number, contract number, letter of credit identification, or similar identification may be shown on each divided-lot certificate. This information must be furnished by the applicant, in writing, and identical information must be shown on the superseded certificate or on a letterhead document attached to the superseded certificate.
- (6) The markings on packaged bean containers will be shown according to procedures in section 4.13 of this chapter. The markings shown on the superseded certificate must be shown on each divided-lot certificate with the number of containers for each marking.
- i. If checkweighing is performed as part of the original inspection, the estimated average gross, tare, and net weights determined during the original service shall be used to determine the estimated total gross, tare, and net weights to be shown on the divided-lot certificate.
- j. After divided-lot certificates have been issued, further dividing or combining is prohibited except with the approval of the GIPSA Administrator. These limitations do not apply when a corrected certificate must be issued.

#### 4.5 PARTIAL INSPECTION CERTIFICATE

- a. There may be circumstances when the entire lot is not accessible or a representative sample cannot be obtained. In such instances, official personnel will issue the inspection certificate stating the estimated quantity of the beans in the accessible portion and that the inspection is limited to the accessible portion. Conspicuously show in the heading of the inspection certificate the words “PARTIAL INSPECTION.”
- b. For bulk beans in bins and shipholds that are sampled by a 12-foot bulk trier that does not reach the bottom of the lot, a partial inspection certificate shall be issued. Show the following statement “Top \_\_\_ feet sampled. Bottom not sampled.” in the Remarks section of the certificate.

**NOTE:**        **Do not issue a partial inspection certificate for bulk beans in hopper cars or barges that are sampled by a 12-foot bulk trier that does not reach the bottom of the lot. But, show the following statement “Top \_\_\_ feet sampled. Bottom not sampled.” in the Remarks section of the certificate.**

- c. If bulk or sacked beans, which are offered for inspection at rest in a container, are loaded in such a manner that it is possible to secure only a door-probe, shallow-probe, door-sack-probe, or surface-sack-probe sample(s); or if the lot of beans are not trimmed or otherwise does not have a reasonably level surface, the carrier or container will be considered to be “heavily loaded” and a partial inspection certificate issued.
- (1) If a partial inspection is made, the beans shall be sampled as thoroughly as possible with an approved trier. The inspection certificate issued shall have the words “PARTIAL INSPECTION” conspicuously shown in the heading of the certificate.
  - (2) In addition, the certificate shall show the type of sample(s) obtained. The type of sample(s) shall be described as “door-probe,” “shallow- probe,” “door-sack-probe,” or “surface-sack-probe” samples; and, in the case of packaged beans (including sacked beans), the approximate number of containers accessible for sampling and the approximate number of containers in the lot shall be shown in the space provided for quantity on the certificate; e.g., “800/100-pound polypropylene sacks, part of an undivided lot of 1,250 sacks.”
  - (3) For the purpose of this handbook, the following terms shall have the following meanings:
    - (a) Door-probe sample. A sample taken with an approved trier from a bulk bean lot which is loaded so close to the top of the carrier or container that it is possible to insert the trier only in the beans in the vicinity of the door or hatch of the carrier or area in the container in which the beans are located.
    - (b) Shallow-probe sample. A sample taken with an approved trier from a bulk bean lot which is loaded so close to the top of the carrier or container that it is possible to insert the trier in the beans at the prescribed locations but only at an angle greater than the angle prescribed in the handbook.

- (c) Door-sack-probe sample. A sample taken with an approved trier from a sacked bean lot which is loaded so close to the top of the carrier that it is possible to insert the trier only in the bean sacks in the vicinity of the door or hatch of the carrier or area in the container in which the sacks are located.
- (d) Surface-sack-probe sample. A sample taken with an approved trier from a sacked bean lot which is so loaded or placed that it is possible to insert the trier only in the beans in the sacks in the upper portion, sides, or ends of the lot.

#### **4.6 CORRECTED CERTIFICATE**

- a. The accuracy of the statements and information shown on official certificates must be verified by the individual whose name or signature, or both, is shown on the official certificate or by the authorized agent who affixed the name or signature, or both. Errors found during this process will be corrected according to this section. The term “errors” includes errors of commission or omission and are not limited to errors of commission or omission attributed to official personnel. Such errors may be attributed to the applicant for inspection.
- b. Only official personnel or their authorized agents may make corrections, erasures, additions, or other changes to official certificates.
- c. No corrections, erasures, additions, or other changes may be made which involve identification, quality, or quantity.
- d. If errors are found prior to issuance, the errors may be corrected by either:
  - (1) Issuing a new certificate (the incorrect certificate shall be marked “VOID”); or
  - (2) Making corrections subject to the following requirements:
    - (a) The corrections shall be neat and legible.
    - (b) The corrections shall be initialed by the individual who corrects the certificate.
    - (c) The corrections and initials are shown on the original and all copies.

- e. If errors are found on an official certificate at any time up to a maximum of one year after issuance, the errors shall be corrected by obtaining the incorrect certificate and replacing it with a corrected certificate. When the incorrect certificate cannot be obtained, a corrected certificate may be issued superseding the incorrect one.
  - (1) Written or verbal notice of error shall be issued to the applicant and respondents.
  - (2) The original of the incorrect certificate shall, if possible, be obtained and clearly marked "VOID."
  - (3) The original and the copies of the corrected certificate shall be issued to the same applicant and respondents who received the certificate found incorrect.
  - (4) The corrected certificate shall show the identical information and statements as shown on the incorrect certificate except:
    - (a) The correct statement or information shall be shown instead of the incorrect or omitted statement or information.
    - (b) The corrected original certificate shall show the term "Corrected Original" and the corrected copies shall show the term "Corrected Copy."
    - (c) The original and the copies shall show, in the space provided for remarks, the following completed statement: "This certificate is corrected as to (reason for correction) and supersedes Certificate No. (superseded certificate number), dated (date of superseded certificate)."
    - (d) If the incorrect certificate cannot be obtained, the statement "The superseded certificate has not been surrendered." shall be clearly shown in the space provided for remarks. Official personnel shall exercise other such precautions as may be necessary to prevent the fraudulent and unauthorized use of the superseded certificate.



- (e) A new serial number shall be shown.
- (5) No corrected certificate shall be issued for a certificate which has been superseded or altered in any manner other than as prescribed in this section without approval of the appropriate FGIS field office manager.
- (6) The provisions of this section shall be applicable to all types and levels of inspections.

#### **4.7 DUPLICATE CERTIFICATE**

- a. Upon request, a duplicate certificate may be issued for a lost or destroyed official certificate.
- b. Requests for duplicate certificates shall be filed:
  - (1) In writing and in English;
  - (2) By the applicant who requested the service covered by the lost or destroyed certificate;
  - (3) With the office that issued the initial certificate; and
  - (4) With a statement by the applicant that the original certificate has been lost or destroyed; if lost, that diligent effort has been made to find it without success.
- c. The same information and statements, including approved statements, that were shown on the lost or destroyed certificate shall be shown on the duplicate certificate. Duplicate certificates shall show:
  - (1) The term “Duplicate Original” and the copies shall show “Duplicate Copy.”
  - (2) The original and the copies shall show, in the space provided for remarks, the following completed statement: “This duplicate certificate is issued in lieu of a (lost or destroyed, as applicable) certificate.”
  - (3) The serial number shall be “X’ed” out and the lost or destroyed certificate serial number typed on the certificate.
- d. Duplicate certificates shall be issued as promptly as possible.

- e. Duplicate certificates shall not be issued for certificates that have been superseded or issued in any manner other than prescribed in this section unless otherwise approved by the appropriate FGIS field office manager.
- f. The provisions of this section shall be applicable to all levels of certificates.

#### **4.8 MULTIPLE GRADE CERTIFICATE**

- a. When beans are offered for inspection as one lot and are subsequently found to contain portions that are distinctly different in class, quality, or condition, the beans in each portion shall be sampled, inspected, and graded separately, but the results shall be recorded on one certificate.
- b. The certificate shall include the approximate quantity or weight of each portion, the location of each portion in the carrier, and the grade and factor information on the beans in each portion.
  - (1) Enter an estimate of the quantity of the larger portion and the grade of that portion on the certificate first, followed by an estimate of the remainder of the lot and the grade assigned to that portion. For hopper cars, include the identification of the compartment(s).
  - (2) Factor information shall be entered in the proper sequence and must be related to a particular portion and its position in the carrier.

#### **4.9 INSPECTION DATE INFORMATION**

- a. The inspection date (or date of issuance or date of service) is the day on which an inspection is completed as shown in the detailed work records. In the case of lot inspections where the analysis, for good reason, is not performed or not completed until the day following the sampling, the certificate may be dated either the day the lot was sampled or the following day when the inspection was completed.
- b. A uniform lot which requires more than one day to sample may be certificated as one lot, provided no undue delay occurs in completion of the lot.

- (1) There must be a reasonably continuous operation taking into consideration weather and other conditions which might interfere in the completion of the lot.
  - (2) If reasonably continuous inspection service is not maintained, one lot inspection certificate shall be issued for the portion inspected prior to the break in inspection service; and one lot inspection certificate shall be issued for the portion inspected after the break in inspection service (or after each additional break in inspection service).
  - (3) “Reasonably continuous inspection service” may include inactive periods of not more than 88 consecutive hours.
- c. Divided-lot certificates shall be dated the same date as shown on the original certificate.

#### **4.10 REMARKS INFORMATION**

- a. The space provided for remarks is for showing information which will facilitate marketing. No statement may be shown which is known to be false or misleading. Remarks may include information, such as warehouse receipt numbers, loan numbers, load order numbers, container markings, seal numbers, and approved statements.
- b. The reverse of certificates may be used for showing pertinent information and approved statements. If used, show the statement “(see reverse)” or “(continued on reverse)” conspicuously on the front of the certificate. On the reverse of the certificate, show “Continuation of (applicable space continued from).”

**NOTE:**        **Requests for special statements which are substantially different from approved statements, or which are not approved, shall be referred to the appropriate FGIS field office manager for approval.**

#### **4.11 SHIPPER AND CONSIGNEE INFORMATION**

Certificate forms do not have a preprinted space for showing the name and address of a shipper or consignee. This information may be shown in the space provided for remarks. Showing this information is not mandatory, it shall only be shown when requested.

**NOTE:**        **When divided-lot inspection certificates are requested with different consignees for each divided-lot certificate, all consignees must be shown on the surrendered original certificate.**

#### **4.12 CARRIER OR CONTAINER INFORMATION**

- a. Carrier, container, and seal identification shall only be shown on lot inspection certificates when the inspection is performed:
  - (1) During the movement of the beans to or from a carrier or container and official personnel observed such movement and performed a stowage examination of the carrier or container prior to movement; or
  - (2) While the beans are at rest in a carrier or container.
- b. Care should be taken to ensure that the proper identification information is recorded.
- c. Official personnel shall obtain identification information personally. Do not transcribe the information from the application or other documents supplied by the applicant or others. Obtain identifying information as follows:
  - (1) Oceangoing vessel identification shall be taken from the vessel hull or obtained from the vessel master or representative.
  - (2) Barge identification shall be taken from the hull, not from removable tops.
  - (3) Railcar identification shall be taken from the side of the car, not from the ends.

**NOTE:** In certain instances, it may be necessary to separately certificate the beans in one or more compartments of a hopper car because of different class, quality, or condition. In such instances, the first bay or compartment at the car's brake end shall be identified as "B-1," and the remaining compartments or bays being numbered consecutively towards the car's nonbrake end. A statement identifying the compartment shall be shown after the car initials and number, and shall be followed by the seal identification applied to the compartment.

- (4) Truck (without trailer(s)) identification may be taken from a state license plate or other truck identification. In the case of a truck which cannot be sealed, the truck identification need not be shown. If a truck cannot be sealed and if requested by the applicant, the truck may be identified by other identification, such as load number, scale ticket number, or other information which will facilitate the identification of individual trucks.
- (5) Truck trailer identification may be taken from a state license plate on the trailer or other trailer identification. In the case of a trailer which cannot be sealed, the trailer identification need not be shown. If a trailer cannot be sealed and if requested by the applicant, the trailer may be identified by other identification, such as load number, scale ticket number, or other information which will facilitate the identification of individual trailers.
- (6) Container (ocean containers, containerized unit loads, or piggy-back loads) identification shall be taken from the front of the container. The identification number consists of four letters followed by five or six numbers. The last letter or number after the number which is separated by a dash, blank space, or surrounded by a box may be disregarded. For example, if SEAU12345-9 is printed on the container, the identification would be SEAU12345 unless the applicant requested that the "-9" be shown.
- (7) Storage bin identification may be taken from information shown on the bin or from other reliable sources.
- (8) Warehouse lot identification shall be taken from the schematic layout of the warehouse or from other reliable sources; e.g., warehouse receipt number.

#### 4.13 CONTAINER MARKINGS INFORMATION

Most packaged beans have identifying marks on the containers. These marks are required to be shown on the inspection certificate if the marks indicate a different quality of beans than what is actually in the container. All other times, the marking may be shown upon request of the applicant. Show such markings on certificates as follows:

a. Uniform Markings.

- (1) When container markings are uniform for an identified bean lot, then all markings may be shown on the certificate.
- (2) However, much of the markings shown on the containers is information which identifies the container manufacturer or some container specification and does not serve any useful purpose in regard to identifying marks. Such information, unless requested by the applicant, need not be shown as identifying marks on the certificate.
- (3) Markings are usually shown in lines one above the other substantially as follows:

U.S. NO. 1 PINTO BEANS  
PRODUCT OF U.S.A.  
KC, INC.  
CRITCHFIELD, KS

- (4) Space permitting, such markings may be shown on the certificate as shown above but are usually shown with the word "over" in lower case letters between lines, or with slash marks indicating the end of each line of markings, as follows:

U.S. NO. 1 PINTO BEANS over PRODUCT OF U.S.A. over KC, INC. over  
CRITCHFIELD, KS

or

U.S. NO. 1 PINTO BEANS/PRODUCT OF U.S.A./KC, INC./CRITCHFIELD, KS

b. Nonuniform Markings.

- (1) On some occasions, an identified bean lot will have varied markings shown on the containers. Such markings are usually the result of the use of “leftover” containers accumulated and used by a shipper at the end of a shipping season.
- (2) When such marks are found and the applicant does not request that such marks be shown, the statement “No Common Marks” may be shown in the space provided for remarks on the certificate.
- (3) If the applicant requests that such varied markings be shown, the applicant has the responsibility of separating the containers by the various markings so that the number of containers of each marking can be determined or the applicant can furnish the count.
- (4) If the applicant furnished the count, the statement “Vendor’s Count” will be shown by the quantity.

c. Nonuniform Markings - With Uniform Sublot Markings.

- (1) There are occasions when several sublots, with uniform markings within each sublot but varying markings from each other, will be accumulated in warehouses and designated as one overall lot.
- (2) In such instances, a record will be kept of the number of sacks of each set of uniform markings contained within the overall lot; and such information may be shown in the space provided for remarks on the certificate.

**EXAMPLE: An identified warehouse lot consisting of ten separate cars (1,200 100-pound sacks each) was unloaded on a warehouse floor. Six of the carlots have one set of uniform markings and four of the carlots have another set of uniform markings. The certificate (in regard to markings) would be issued substantially as follows:**

**7,200 sacks marked: PINTO BEANS/Product of U.S.A./Wrenn Co./Grand Forks, ND/(Reverse) LARENCO MARQUES**

**4,800 sacks marked: PINTO BEANS/Product of U.S.A./Wrenn Inc./Grand Forks, ND/(Reverse) LARENCO MARQUES**

- d. Tag Markings. When containers are tagged with identifying markings, the tag information may be shown in the space provided for remarks on the certificate substantially as follows:

**Tag Markings: EXPORT/PINTO BEANS/SOUTH AFRICA**

- e. Contract Specification Markings. An applicant may request that the markings be checked only for compliance with contract specifications. In such cases, show in the Remarks section one of the following statements:

“Bag markings as specified by (contract number, agency, or other pertinent information).”

or

“Bag markings not as specified by (contract number, agency, or other pertinent information) because (reason; e.g., code number omitted or letter size incorrect).”

- f. Registered Trademark Markings.

- (1) Many bean companies, exporters, and shippers have registered trademarks (brand names) for commodities packaged by or for them. Such markings may contain art work, such as an eagle, crossed rifles, a plantation home, and many other markings which frequently are not necessary, practicable, or requested by the applicant.
- (2) When such instances occur and all of the brand name information is not needed or requested by the applicant, the brand name may only be shown in parenthesis followed, if necessary, by any export marks shown on the reverse of the sack substantially as follows:

**(Eagle Brand) (Reverse) XYC/PINTO BEANS/SOUTH AFRICA**

#### 4.14 LOCATION INFORMATION

- a. The space identified as “LOCATION” is provided to show the city and state where an inspection is performed. The place of inspection (e.g., warehouse) may also be shown.



- b. Applicants for inspection may request that the place of inspection not be shown. This request is frequently made by bean exporters or their representatives who may enter into purchase contracts with several bean facilities to fulfill a sales contract commitment for a larger export cargo shipment. In such instances, the place of inspection is not needed by the applicant, would not facilitate efficient and orderly marketing of the beans, and is not required to be shown. However, the place, city, and state where the inspection was performed must be shown on all inspection work records.

#### 4.15 QUANTITY INFORMATION

- a. On lot inspection certificates, the space identified as “QUANTITY” is provided to show the quantity of beans in the lot that is inspected.
  - (1) The lot quantity may be stated in terms of carlot, trucklot, trailerlot, or in pounds, or by container type and capacity and whether the beans are in bulk or packaged.

**NOTE:**      **The statement of quantity serves as a part of the lot identity and is not to be construed as a certificate of weight or quantity. In stating the quantity, the words “VENDOR COUNT” (or “VENDOR WEIGHT,” in the case of a bulk lot) shall follow the size of the lot, except when the applicant requests that a lot of sacked beans be checkloaded, checkweighed, or checkcounted and the certificate so states.**

- (2) Typical statements of quantity are as follows:
  - 1,000 100-pound new, double polypropylene sacks
  - 1,000 50-kilogram new jute sacks
  - 1,000 110.23-pound sacks (50 kilograms) or (50 kilos)
  - 55,000 100-pound sacks
  - 1 carlot (bulk)
  - 1,000,000 pounds (bulk)
  - 1,100 60-pound cases of 6/10-pound cellophane bags
  - 875 48-pound paper balers (24/2-pound poly. bags)
  - 1,000 30-pound cases of 30/1-pound polyethylene bags

- b. On submitted sample inspection certificates, the space provided for quantity must be used to show the approximate sample quantity in terms of weight or volume. No submitted sample inspection certificate shall be issued which shows, directly or indirectly, the quantity of beans in the lot from which the sample may have been taken.

#### 4.16 FACTOR INFORMATION

- a. Each official certificate shall show the class, grade (when applicable), and any other quality designation according to the United States Standards for Beans, all factor information requested by the applicant, and all grade determining factors for beans graded below the highest quality grade (e.g., U.S. No. 1).

**NOTE:** A factor shall be considered to be a quantified physical or chemical property identified in official standards, specifications, information abstracts, contracts, or other documents whose measurement describes a specific quality of a commodity.

- b. Factor information shall be shown on the certificate as follows:
  - (1) Show factor information on lot inspection certificates by typing the full factor title (no abbreviations) followed by the applicable designation (the percentage, the count, or other quality descriptions).
  - (2) Show factor information on submitted sample inspection certificates by typing either the full factor title or the factor abbreviation (or code), followed by the applicable designation (the percentage, the count, or other quality descriptions). The meaning of each abbreviation used shall be preprinted on the reverse of the submitted sample inspection certificate.

#### 4.17 GRADE DESIGNATIONS

Show the grade designation for all classes of beans in the following order:

- (1) The letters “U.S.”;
- (2) The name (“Substandard” or “Sample grade”) or the number (“1”, “2”, or “3”) of the grade, or the name of any applicable special grade designation (“Choice handpicked” or “Prime handpicked”);

- (a) When a lot is designated “U.S. Substandard,” show the percentage of sound beans on the gradeline and the percentage of splits, damaged beans, contrasting classes, and foreign material in the appropriate factor blocks.
- (b) The special grade designations “Choice handpicked” and “Prime handpicked” shall be applicable only to the class Pea beans.
- (3) The words “or better” when applicable and requested by the applicant prior to inspection;
  - (a) Applicants for inspection may obtain Option 1 or Option 2 certification by requesting it on the application for inspection. The request must be filed prior to the beginning of the inspection.

**NOTE:** **If no request for either option is submitted prior to the beginning of inspection, certification shall be Option 1.**

- (b) Under Option 1, beans offered for inspection are certificated as a specific grade (e.g., “U.S. No. 2 Pinto Beans.”)
- (c) Under Option 2, beans offered for inspection would be certificated as being a specific grade “or better;” (e.g., “U.S. No. 3 or better Pinto Beans.”)
- (4) The class, and in the case of Mixed beans, the name and percentage of each class in the mixture. (In the classes Miscellaneous Lima beans and Miscellaneous beans, show the commonly accepted commercial name as the class name. Also, upon request, Pea beans may be classed as “Navy beans” and Garbanzo beans as “Chickpeas”); and
- (5) The special grade designation “High moisture,” with the percentage of moisture, or the special grade designation “Off-color,” when applicable.

#### **4.18 APPROVED STATEMENTS**

The following statements may be shown on official inspection certificates when deemed appropriate. The wording of these statements may be modified provided the meaning is not altered and the statements are approved by the appropriate FGIS field office or federal-state office manager. These statements, when used, shall be shown in the Remarks section of the certificate unless otherwise stated.

**NOTE:**      **Any information requested by the applicant for inspection which is known to be false or misleading shall not be shown.**

- (1)      “The official sample of beans was apparently free of insect infestation at the time of grading.”
- (2)      “Container markings apparently meet contract specifications.”
- (3)      “Quality except for (factor(s)) would grade (grade and kind).”
- (4)      “Amount through \_\_\_\_ sieve, \_\_\_\_ percent.”
- (5)      “\_\_\_\_\_ percent of sound beans.”
- (6)      “This (sample or lot) contains \_\_\_\_ percent Tiger Stripe beans. Tiger Stripe beans are not considered as damaged beans.”
- (7)      “This (sample or lot) contains \_\_\_\_ percent Pea beans with a significant amount of dirt or grime adhering to the seed coat. Pea beans affected by dirt and grime in this manner are not considered as damaged beans.”
- (8)      “Container examination meets all requirements of U.S. Standards for Condition of Food Containers.”
- (9)      “Foreign material consists of (type of material).” (Use general terms for the type of material; e.g., dirt and weed seeds.)
- (10)     “Damaged beans \_\_\_\_ percent; consisting of \_\_\_\_ percent of (type of damage).”

**NOTE:**      **Use common descriptive terms to identify types of damage; (e.g., “Damaged beans 5 percent; consisting of 2 percent insect-damaged beans, 1 percent frost-damaged beans, and 2 percent other damaged beans.”)**

- (11)     “A representative of the USDA witnessed the fumigation of the above-identified lot on (date).”

- (12) “The applicant states the kind and amount of fumigant was (quantity of fumigant used) of (type of fumigant).”
- (13) “The lot (was or was not) inspected to determine the fumigation results.”
- (14) “The official sample drawn to determine effectiveness of fumigation apparently (was or was not) free of insect infestation.”
- (15) “The official sample drawn to determine effectiveness of fumigation indicated insect infestation.”
- (16) “Variety stated by applicant to be \_\_\_\_.”
- (17) “Dockage breakdown results were estimated using hand sieves.”
- (18) “These beans would have graded U.S. No. (grade) except for (e.g., total defects, foreign material, or total damage).”

#### **4.19 AUTHORIZATION TO AFFIX NAMES**

- a. Official personnel’s name or signature, or both, may be affixed to official certificates which are prepared from work records signed or initialed by the person whose name will be shown. The agent affixing the name or signature, or both, must:
  - (1) Be employed by a cooperator or FGIS;
  - (2) Have been designated to affix names or signatures, or both; and
  - (3) Hold a power of attorney from the person whose name or signature, or both, will be affixed. The power of attorney shall be on file with the employing cooperator or FGIS, as appropriate.
- b. When a name or signature, or both, is affixed by an authorized agent, the word “By” and the initials of the agent shall appear directly below or following the name or signature of the person.

**EXAMPLE: “Walter Jacobs by nc.”**

**4.20 VOIDED CERTIFICATE**

Each official certificate which is rendered useless through clerical error or by being superseded by another certificate shall be conspicuously marked "VOID." If a certificate is rendered useless through clerical error, the original of the certificate shall be retained by the office. If a certificate is superseded, the original of the superseded certificate shall be filed, if surrendered, with the copy of the superseding certificate.

**4.21 CERTIFICATE DISTRIBUTION**

- a. The original and one copy of each certificate shall be distributed to the applicant or the applicant's order. In addition, one copy of each certificate shall be filed with the office providing the inspection; and, if the inspection is performed by a cooperator, one copy shall be forwarded to the appropriate field office. If requested by the applicant prior to issuance of the certificate, additional copies, not to exceed a total of three copies, shall be furnished at no extra charge.
- b. In addition to the aforementioned distribution requirements, one copy of each appeal certificate shall be distributed to each interested person of record or the interested person's agent and to the cooperator or FGIS field office that issued the superseded certificate.
- c. When more copies of a certificate are requested than can be furnished from one numbered set, copies may be made by using a copying machine or using the copies of another set by voiding the original and writing across it the reason for voiding. (For example: "Extra copies requested by applicant for Certificate No. L-2222." An additional fee for extra copies shall be charged according to the applicable fee schedule.)

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## COMMODITY INSPECTION CERTIFICATE FGIS-993



U.S. DEPARTMENT OF AGRICULTURE  
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL  
NOT NEGOTIABLE

A-

### COMMODITY INSPECTION CERTIFICATE (1)

DATE OF SERVICE (2)	ISSUED AT (3)	LEVEL OF INSPECTION (4)
APPLICANT (5)	LOCATION OF COMMODITY (6)	
IDENTIFICATION (7)	QUANTITY AND CONTAINER (8)	

(9)

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE  
WERE PERFORMED WITH THE RESULTS STATED.

INSPECTOR  
(10)

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 *et seq.*) and the regulations thereunder (7 CFR 868.1 *et seq.*) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

**WARNING** Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.

The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS-993



INSTRUCTIONS FOR COMPLETING FORM FGIS-993,  
“COMMODITY INSPECTION CERTIFICATE”  
(LOT INSPECTION CERTIFICATE)

- (1) Enter the words, “BEAN LOT INSPECTION.”
- (2) Enter the inspection date.
- (3) Enter the name of the city and state of the field office or cooperator’s office issuing the certificate; e.g., Sacramento, California.
- (4) Enter the type of inspection performed; i.e., original, retest, appeal, or Board appeal.
- (5) Enter the applicant’s name, city, and state.
- (6) Enter the location (place name, city, and state) of the beans. If this information is the same as that shown in block 5, the term “Same” may be entered.
- (7) Enter the lot’s identification.
- (8) Enter the quantity of beans in the lot.
- (9) When applicable, enter the grade designation.

Enter the inspection results and the results of all factor determinations.

When necessary, enter the term “REMARKS” followed by any required or approved statements.

Enter the words “END OF RESULTS” on the left-hand side of the certificate directly under the last line of remarks.

- (10) Enter the name or signature, or both, of the person who issued the certificate and, if affixed by an authorized agent, the word “By” and the agent’s initials.

**COMMODITY CERTIFICATE  
SUBMITTED SAMPLE INSPECTION FGIS-994**



U.S. DEPARTMENT OF AGRICULTURE  
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL  
NOT NEGOTIABLE

**COMMODITY CERTIFICATE  
SUBMITTED SAMPLE INSPECTION**

**A-**

DATE OF SERVICE (1)	ISSUED AT (2)	LEVEL OF INSPECTION (3)
COMMODITY (4)	QUANTITY OF SAMPLE (5)	
IDENTIFICATION OF SAMPLE (6)	SAMPLE SUBMITTED BY (7)	

(8)

NOT OFFICIALLY SAMPLED

*I CERTIFY THAT THE SERVICES SPECIFIED ABOVE  
WERE PERFORMED WITH THE RESULTS STATED.*

INSPECTOR  
(9)

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 *et seq.*) and the regulations thereunder (7 CFR 868.1 *et seq.*) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

**WARNING** Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.

The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

INSTRUCTIONS FOR COMPLETING FORM FGIS-994,  
“COMMODITY CERTIFICATE”  
(SUBMITTED SAMPLE INSPECTION CERTIFICATE)

- (1) Enter the inspection date.
- (2) Enter the name of the city and state of the field office or cooperator’s office issuing the certificate; e.g., Sacramento, California.
- (3) Enter the type of inspection performed; i.e., original, retest, appeal, or Board appeal.
- (4) Enter the class of the beans.
- (5) Enter the approximate quantity of sample submitted; e.g., 1 pound or 1,000 grams.
- (6) Enter the submitted sample’s identification.
- (7) Enter the applicant’s name, city, and state.
- (8) When applicable, enter the grade designation.

Enter the inspection results and the results of all factor determinations.

When necessary, enter the term “REMARKS” followed by any required or approved statements.

Enter the words “END OF RESULTS” on the left-hand side of the certificate directly under the last line of remarks.

- (9) Enter the name or signature, or both, of the person who issued the certificate and, if affixed by an authorized agent, the word “By” and the agent’s initials.

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## BEAN INSPECTION HANDBOOK

### EEO STATEMENT

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information (braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-7808 (TDD).

For additional copies, contact:

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